HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 5-2 with Changes 1 , 2 & 3.   13 September 2000

ADMINISTRATIVE MATTERS

Scenesetters and Support of Selected DV Travel

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1. Summary. This Staff Memorandum assigns responsibilities for the monitoring, coordinating, and support of travel by specific Distinguished Visitors (DVs) to the U. S. European Command (EUCOM) Area of Responsibility (AOR). It also provides instructions on the production of scenesetter (SS) messages or letters for those DVs.

2. Applicability. This instruction applies to the support of travel and visits by those DVs requiring scenesetters as specified in the Commander in Chief (CINC) U. S. EUCOM verbal guidance of 21 July 1998. Specifically, it applies to travel by the following individuals:

    a. Congressional Delegations (CODELs) (but not Staff Delegations)

    b. Secretary of State and selected Presidential Envoys

    c. **Under Secretaries** and above of the U. S. Department of Defense

    d. Service Secretaries

    e. Chairman and Vice Chairman of the Joint Chiefs of Staff (CJCS and VCJCS)

    f. Service Chiefs

    g. CINCs of other Unified Commands

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This is a reprint of SM 5-2, dated 7 Jan 00 and includes Changes 1, 2 and 3.

A detailed list is contained in Appendix A. Unless specifically tasked, AOR travel monitoring and scenesetters are not required for DVs not listed in the Appendix, <u>unless their visit will significantly involve or affect EUCOM issues</u> (not including component only issues).

3. <u>Internal Control Systems.</u> This Staff Memorandum does not contain internal control provisions and is not subject to the provisions of the internal management control program.

4. <u>Suggested Improvements.</u> Recommendations for changes to this memorandum should be made to the HQ EUCOM Secretary to the Joint Staff (SJS).

5. <u>General.</u> Scenesetters are the method by which the CINC provides key distinguished travelers to the EUCOM AOR with the European Command perspective on situations and events in the theater. They also serve as courtesy "welcoming letters" and often include positions on issues which are likely to be raised during the DV's interaction with U. S. or foreign officials. Scenesetters are intended as "read aheads" to be digested by the DV either immediately before or during his travel into the AOR.

6. <u>Responsibilities.</u>

   a. Office of Primary Responsibility (OPR) for Congressional Delegations (CODELs)

      (1) ECJ5 will be OPR for all CODELs.

      (2) A single scenesetter will be produced for each delegation, regardless of size. It will be addressed to the ranking member.

      (3) Scenesetters will be produced for only those parties including Senators or Representatives. Delegations consisting only of staff members do not warrant scenesetters.

   b. OPR for other assigned DVs. HQ EUCOM staff agencies will be assigned as permanent OPR for designated DV billet holders as indicated in Appendix A.

   c. Special Cases. For travel to the EUCOM AOR by DVs whose normal areas of focus do not lend to clear assignability in Appendix A, the EUCOM Liaison Officer in the Pentagon will maintain contact with the offices of the following special cases (except CINCs) for travel intent notification. SJS will assign an OPR based on either the purpose of the travel, or on a rotational basis. Special cases are:

(1) Secretary and Deputy Secretary of Defense

(2) Selected Special Presidential Envoys

(3) Service Secretaries

(4) Service Chiefs

(5) Some Geographic CINCs

d. The OPR is responsible for:

(1) Maintaining contact with the office of the assigned DVs in order to receive early notification of planning for travel to the EUCOM AOR.

(2) Informing the EUCOM SJS of impending travel, so that SJS may issue required scenesetter and visit taskers.

(3) Coordinating with the office of the DV in order to determine the purpose of the travel/visit, itinerary, and support required. (Note: HQ EUCOM is not the "travel agent". Service congressional liaison staffs and the DV's own staff fill that role.)

(4) Coordinating with the Special Assistants to the Supreme Allied Commander (SPASACs) and other EUCOM agencies (see Appendix B), assimilating, and forwarding an appropriate and timely scenesetter.

(5) **Ensuring all subject matter experts, with DSN phone numbers, that contribute to the scenesetter are included on the SSRS.**

(6) Arranging, if required, EUCOM staff escort for travel within the AOR. (This is rare, most DVs are escorted only by their own staff or members of service congressional travel offices, or by host component representatives .)

(7) Arranging, managing, and escorting any visits of the DV to HQ EUCOM in accordance with SM 5-27.

(8) Coordinating with ECSM on protecting DV itineraries (FOUO or Confidential) and on high threat area travel advisement.

(9) Maintaining a "previous travel" file on assigned DVs.

e. Offices of Supporting Responsibility (OSR). OSR are required to provide the OPR with scenesetter input as requested, as well as other support pertinent to their areas of cognizance.

7. Exceptions. Scenesetters may not be required for those DVs whose first working stop in the AOR is for a call on the CINC or for briefings at HQ EUCOM. The OPR will coordinate these cases with SJS. Other OPR responsibilities will still be required.

FOR THE COMMANDER IN CHIEF:

OFFICIAL: MICHAEL A. CANAVAN
                                                             Lieutenant General, USA
                                                             Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

APPENDICES:
A - Assignment of OPRs for DV Billets Requiring Scenesetters
B - OPR Scenesetter Guide

DISTRIBUTION:
P + EUCOM LNO

APPENDIX A
VISITORS REQUIRING SCENESETTERS
OSD

Title	Phone #	OPR
Secretary of Defense (SecDef)	703-692-7100	
Deputy Secretary of Defense (DepSecDef)	703-692-7150	
Under SecDef (USD) for Acquisition, Technology and Logistics	703-693-4265	J4
USD for Personnel Readiness	703-695-5254	J1
USD for Policy	703-697-7200	J5
Dir, SecDef Strategic Studies Group (SDSSG)	703-696-4240	J5

DEPARTMENT OF STATE

Title	Phone #	OPR
Secretary of State		J5
Special Presidential Envoys		

JOINT CHIEFS OF STAFF

Title	Phone #	OPR
The Chairman, Joint Chiefs of Staff	703-697-9121	
The Vice Chairman, Joint Chiefs of Staff	703-614-8948	

SERVICES

Title	Phone #	OPR
Secretary of the Army		
Secretary of the Navy		
Secretary of the Air Force		
Chief of Naval Operations	225-5664	
Chief of Staff, US Air Force	227-9225	
Chief of Staff, US Army	225-2077	
Commandant of the Marine Corps	224-2500	
Commandant, US Coast Guard		

Visiting CINCs

Title	Phone #	OPR
CINCUNC/CFC/USFK (Korea)	315-725-6001/3167	
CINCUSJFCOM/SACLANT	565-3200	J5
USCINCCENT	968-6200	J5
USCINCSPACE/CINCNORAD	692-5495	J3
USCINCSOUTH	567-1002	
USCINCSOC	299-5100/5102	ECSO
CINCSTRAT	271-4111	J5
CINCTRANSCOM	576-8558	J4
USCINCPAC	315-477-7805	

APPENDIX B

OPR Scenesetter (SS) Guide

1. Maintain contact with designated offices (see Appendix A) for upcoming Distinguished Visitor (DV) travel plans. This step should be done weekly. A custom search should also be set up on the Automated Message Handling System (AMHS) to retrieve all relevant DV travel messages. Notification may also be received through the Pentagon LNO or through SJS channels. Once a trip is confirmed, begin working the SS and do not wait for formal tasking. The Action Officer (AO) assigned the SS will contact the DV's office to facilitate the trip and confirm the details.

2. SS for non-CODELs are typically done in classified message format. This message will be a "Personal For (P4)" from the CINC, and will contain the appropriate P4 greeting and closing salutation. SS for CODELs will be done as unclassified letters, and normally contain a more generalized overview of the issues. Otherwise, their production and promulgation will follow the same procedures as those for non-CODELS.

3. The AO will confirm which countries the DV will be visiting. One or two paragraphs per country/topic is standard in scenesetters. Countries for which refueling layovers are the only reason for the stop should not be included, unless some other purpose is being served while there (e.g. military briefings). Again, only a brief overview providing the USEUCOM perspective is required. If visit is extensive, or the DV is visiting specifically for military reasons (e.g. MILCON visit) then the SS should be expanded to provide more information as appropriate. Current CINC guidance is to include a Balkans update in every letter despite the purpose or area of visit. Additional information, such as readiness or quality of life, may also be appropriate depending on DV's position and interests.

4. The AO will determine if the DV has previously traveled within the USEUCOM Theater and will adjust opening sentence accordingly. Standard opening and closing are used with concise country (or topic) related paragraphs in-between. The scenesetter should be two to three pages in length unless numerous countries are being visited. Concise information expressing the USEUCOM perspective is the goal.

5. A Staff Summary Routing Sheet (SSRS) will forward the SS for approval, detailing the Who, What, When and Where of the DV travel. The Who will include a comprehensive list of all DVs (but only one SS will be sent, addressed to the senior member of the delegation). The What should include meetings and briefings scheduled during travel. The When and Where should include the itinerary for the visit. Also annotate the latest contact made by the AO with stateside point of contact regarding the travel. The package will be built and forwarded IAW USEUCOM

OPR Scenesetter (SS) Guide

Staff Memorandum 5-5, the Staff Officer Reference Guide. After appropriate staffing, the package will be forwarded to the SPASACs for CINC approval. **To ensure questions from the CINC's office can be quickly addressed and answered, each discrete paragraph or section of the scenesetter message or letter must have a corresponding, actively engaged SME/POC (who authored the paragraph or section) listed on the SSRS with name and phone number. If the SME/POC will be on TDY/leave during the period of review and approval, a knowledgeable alternate must also be listed on the SSRS.** Once CINC has approved, a CODEL letter will be faxed directly to the party by SPASAC Admin: for a non-CODEL message, SPASACs will pass approval to SJS or the ETCC, who will transmit the message.

6. In building the letter or message, the AO should glean information from standard paragraphs on shared drives, and update it to reflect changes in the situation and current EUCOM issues (e.g. situation in Kosovo, world events). The AO then chops the text through Country Desk Officers and/or Subject Matter Experts (e.g. J-3 Readiness, J-4 MILCON). This requirement should be channeled through the appropriate Directorate Executive Officer when necessary.

7. POLAD chop may also be required, but should be obtained after Desk Officer and Subject Matter Expert chop is incorporated. If timeliness requires, this can be done simultaneously.

8. The AO finalizes the package and sends it up the Chain of Command through the DCINC. The package is then electronically transmitted by SJS to SPASAC Admin. SJS will return hard-copy package (electronic copy for CODELs) to the AO. Delivery/release of the final product is the responsibility of SPASAC Admin for CODEL letters and SJS/ETCC for non-CODEL messages.

9. Once the final SS is approved/released by the CINC, the AO should update SLAN Public Drive Folder (P:/ECJ5/ECJ5-S/CONGRESS/country as appropriate.

10. SS Format:

(NOTE: There is a very helpful non-CODEL scenesetter message reference section on the SJS SLAN Web Page. This site also holds copies of recently approved and transmitted scenesetter messages.)

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APPENDIX B

OPR Scenesetter (SS) Guide

a. Opening Paragraph:

    (1) P4 Message.
"RMKS/1. (U) TONY, WELCOME (BACK) TO THE AOR. IN PREPARATION FOR YOUR UPCOMING VISIT, THOUGHT IT MIGHT BE USEFUL TO PROVIDE THE MOST CURRENT EUCOM PERSPECTIVES ON………"

    (2) CODEL Letter.
"Dear Senator/Representative/Chairman Jones:
    Welcome (back) to the U. S. European Command (USEUCOM) Area of Responsibility (AOR). Thought a USEUCOM perspective on ………might be useful."

    b. Body. Paragraphs on regions, countries, operations, and other events pertinent to the DV's itinerary within the AOR
    c. Closing Paragraph:

    (1) P4 Message.
"4. (U) BEST WISHES FOR A SAFE AND PRODUCTIVE TRIP. ANY FEEDBACK YOU HAVE AFTER THE TRIP WOULD BE APPRECIATED."

    (2) CODEL Letter.
"Please accept best wishes for a safe and productive trip. Would appreciate your comments on how we can be of further assistance."